Adjunct Reappointment Process

Purpose. The purpose of this procedure is to provide a guideline regarding the reappointment of Adjuncts. Adjuncts are currently appointed for a 3-year term. It is recommended that reappointments be completed at least 3-4 months prior to the end of the current appointment to prevent a break in appointment terms. If an Adjunct's appointment expires prior to completion of the reappointment process, they will be required to reapply and submit as if a 'new hire', all paperwork (I-9, transcripts, etc.).

Adjunct Reappointment EPAF

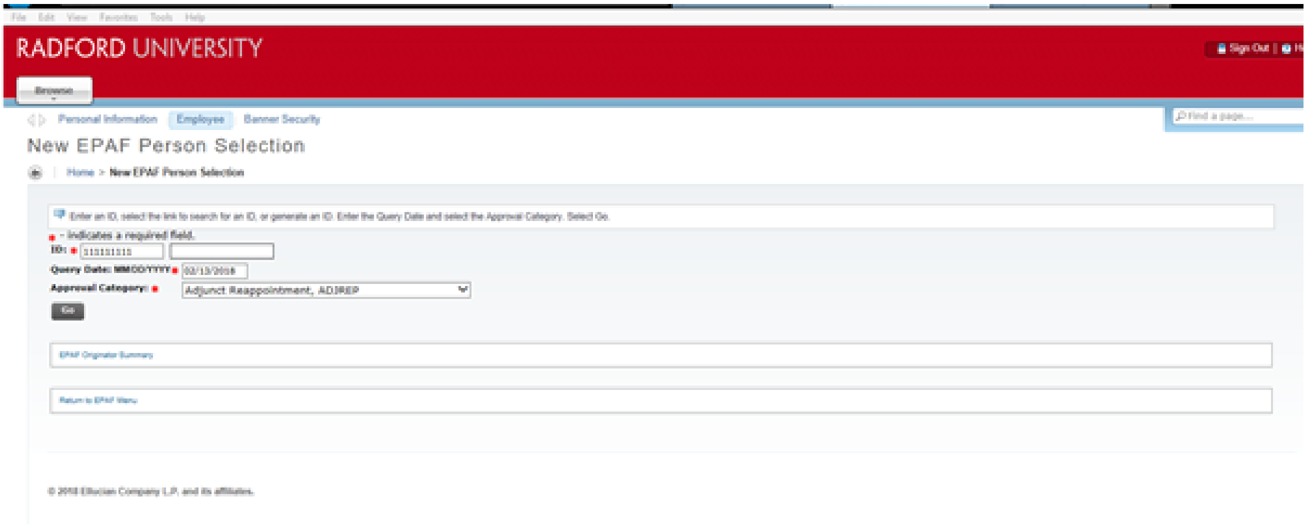
- Log in to Self-Serve Banner (SSB) by logging into the Radford University OneCampus Portal using the 'MyRU' tab. When in your portal search 'Banner SSB Employee Menu' select the icon to open. Then click on 'Electronic Personnel Action Forms (EPAF)' menu screen.

- Click on the 'New EPAF' link.

- Enter the Banner ID of the Adjunct you would like to reappoint.

- Leave the 'Query Date' as today's date.

- Click the drop-down list next to 'Approval Category' and select '**Adjunct Reappointment, ADJREP**' and click 'Go'.


RADFORD UNIVERSITY
Browse
Personal Information
Employee
Banner Security
Find a page...
Home > New EPAF Person Selection
Go
EPAF Originator Summary
Return to EPAF Menu

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

- indicates a required field.

Query Date: MM/DD/YYYY 02/13/2018

Approval Category: Adjunct Reappointment, ADJREP

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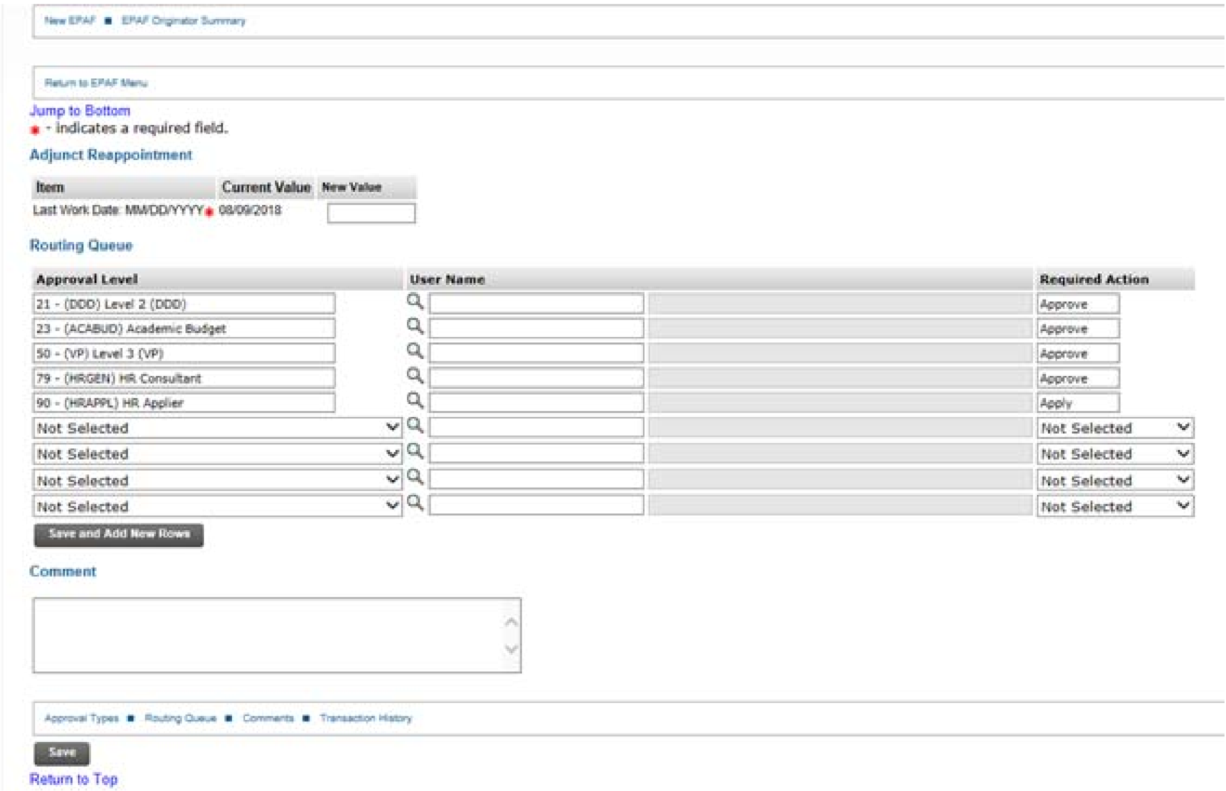
- The screen below will appear. The ‘Current Value’ is the current appointment end date for the Adjunct. The **‘New Value’** will be **‘08/09/xxxx’** with the year 3 years from the current year value. All current appointments will be moved to an August 9 end date, therefore the new value date will always be August 9th. For example, the Adjunct below has a current value of 08/09/2018. The new value would be 08/09/2021. ****IMPORTANT** An adjunct reappointment cannot be completed for an adjunct whose ‘Current Value’ has already past. If there has been a break in service the adjunct will need to reapply as a new adjunct.**

**** Adjuncts with appointments in more than one department (dual appointments) will need to be flagged in the Comment box. A comment should be added regarding the department(s) the adjunct already has an appointment with as well as the end date of the appointment(s) if known.****


New EPAF ■ EPAF Originator Summary
Return to EPAF Menu
Jump to Bottom
Save and Add New Rows
Approval Types ■ Routing Queue ■ Comments ■ Transaction History
Save
Return to Top

* - indicates a required field.

Adjunct Reappointment

Item	Current Value	New Value
Last Work Date: MM/DD/YYYY*	08/09/2018	

Routing Queue

Approval Level	User Name	Required Action
21 - (DDD) Level 2 (DDD)		Approve
23 - (ACABUD) Academic Budget		Approve
50 - (VP) Level 3 (VP)		Approve
79 - (HRGEN) HR Consultant		Approve
90 - (HRAPPL) HR Applier		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Comment

- In the ‘Routing Queue’ section, if you have set a default routing queue it will auto-populate. Otherwise, please select the name for each approving level by clicking on the magnifying glass next to each and selecting the appropriate person.
  - (DDD) Level 2 = Appropriate Dean
  - Academic Budget = Mary Weeks
  - (VP) Level 3 = Kenna Colley
  - (HRAPPL) HR Applier = Ann Owens

- Enter necessary comments in the ‘Comment’ box. This should include a comment regarding the correct home mailing address for the adjunct so the appointment letter can be sent to the correct address.

- Click ‘Save’.

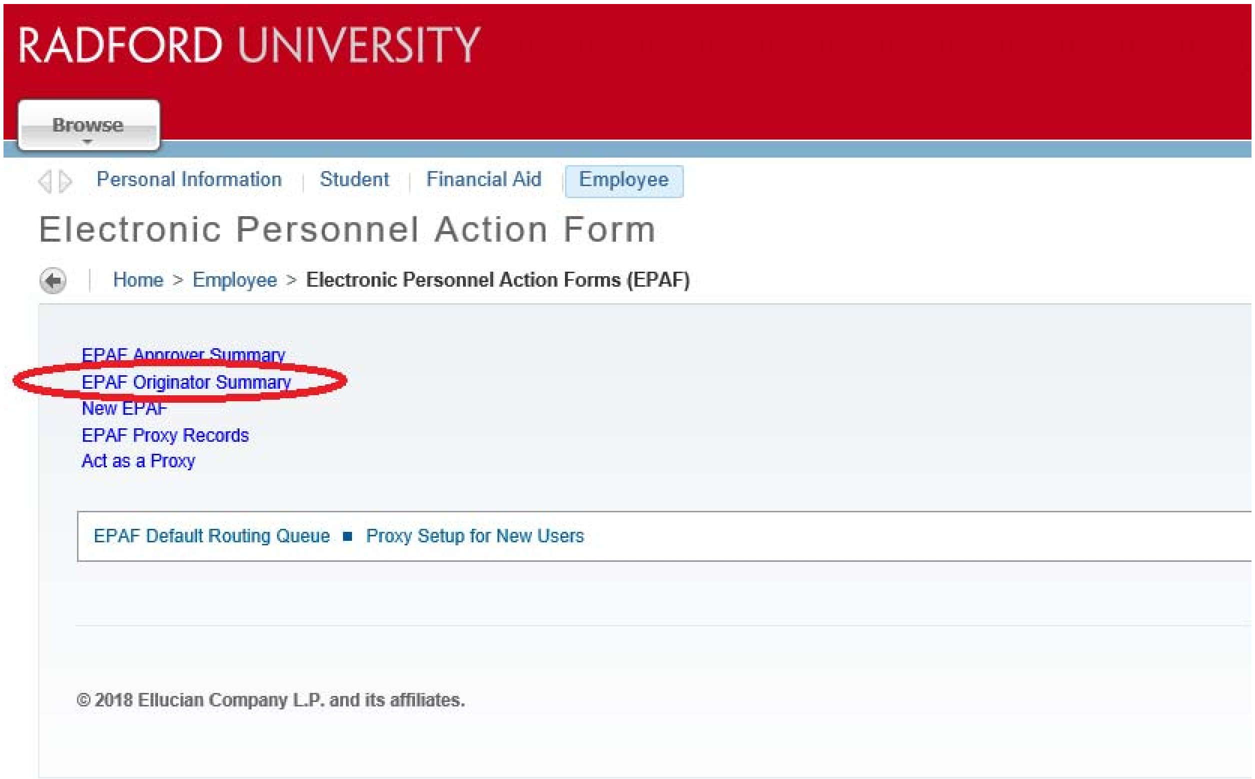
- View your entries and if no errors, click ‘Submit’. You can track the approval process by clicking ‘Return to EPAF Menu’ and clicking ‘EPAF Originator Summary’.

Viewing the Originator Summary

If you are an Originator and need to view an EPAF or make corrections to an EPAF you created that is still in the queue and unapplied, select ‘EPAF Originator Summary’ from the ‘Electronic Personnel Action Form’ menu.

On the next screen, click on the ‘Current’ tab and any EPAFS that have not been submitted or have been returned for correction will appear. Click the name on the EPAF you wish to view.

The ‘EPAF Preview’ screen will appear where you can review and change the transaction. When finished viewing, click the ‘Return to Employee Menu’ link. However, if you need to make changes, click ‘Update’ or ‘Add Comments’ to add comments.


RADFORD UNIVERSITY
Browse
Personal Information
Student
Financial Aid
Employee
Electronic Personnel Action Form
Home > Employee > Electronic Personnel Action Forms (EPAF)
EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy
EPAF Default Routing Queue
Proxy Setup for New Users
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Returning an EPAF for Correction as the Originator

To correct a submitted EPAF, you must locate the EPAF on the Originator Summary by clicking the ‘History’ tab. The list of transactions will appear. If you click on ‘Submitted Date’ or other column headings, it will sort the list in the order chosen. Find the transaction and click on the employee name. The EPAF Preview screen of the transaction will appear. Click on ‘Return for Correction’ and the transaction is returned to you, the Originator.

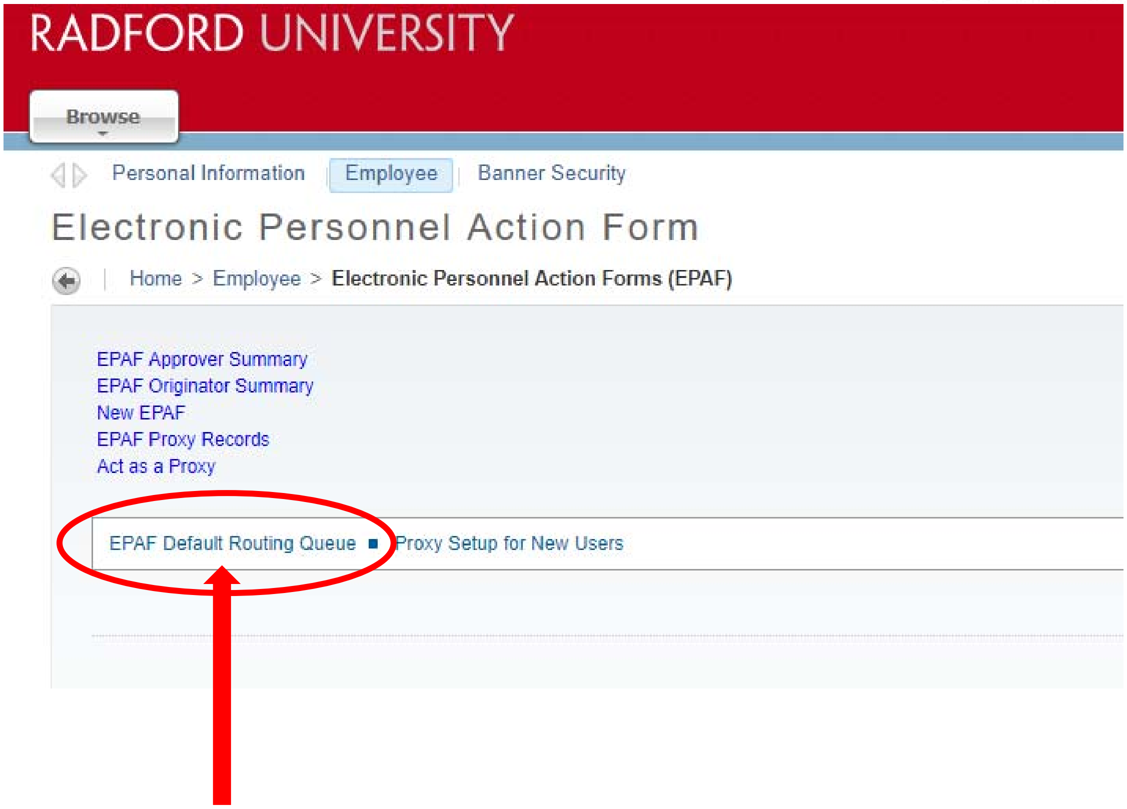
You may now click ‘Update’ and proceed as above to make corrections. When you are ready to submit the corrections, click ‘Submit’.

REMEMBER: You can only make corrections to an EPAF that has *not* been applied to Banner. Once applied, a new EPAF must be submitted if a correction is needed.

Setting up EPAF Default Routing Queues

EPAFs are moved from one approval level to another based on an Approval Routing Queue and EPAF has its own routing process. When you create an EPAF, you will need to designate an Approval Queue each time. To save time and eliminate the risk of sending an EPAF to the wrong person, you should set up a default Routing Queue. By doing this, the Approval queue will automatically populate with the users you specify as the default.

- To set up the Default Routing Queue, go to the EPAF home page. Click on the ‘Default Routing Queue’ link at the bottom.


RADFORD UNIVERSITY
Browse
Personal Information
Employee
Banner Security

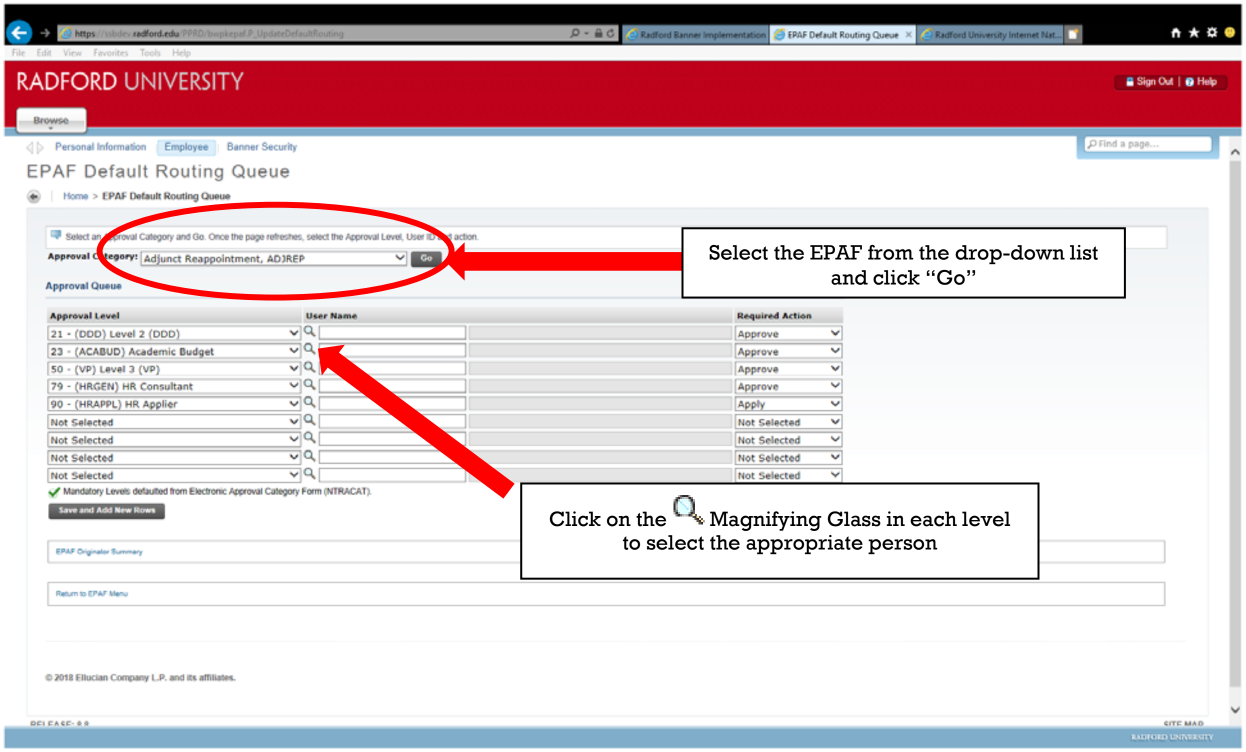
Electronic Personnel Action Form

Home > Employee > Electronic Personnel Action Forms (EPAF)

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

EPAF Default Routing Queue ■ Proxy Setup for New Users

An “EPAF Default Routing Queue” screen will appear:


RADFORD UNIVERSITY
Sign Out | Help
Browse
Personal Information
Employee
Banner Security
Find a page...
EPAF Default Routing Queue
Home > EPAF Default Routing Queue
Save and Add New Rows
EPAF Originator Summary
Return to EPAF Menu
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Select an pproval Category and Go. Once the page refreshes, select the Approval Level, User ID d action.

Approval C tegory: Adjunct Reappointment, ADJREP

Approval Queue

Approval Level	User Name	Required Action
21 - (DDD) Level 2 (DDD)		Approve
23 - (ACABUD) Academic Budget		Approve
50 - (VP) Level 3 (VP)		Approve
79 - (HRGEN) HR Consultant		Approve
90 - (HRAPPL) HR Applier		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

✓ Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

Select the EPAF from the drop-down list and click “Go”

Click on the Magnifying Glass in each level to select the appropriate person

- Select the EPAF Approval Category from the drop-down list (i.e. Adjunct Reappointment), click **‘Go’** and the Approval Queue will populate with the Levels needed for that EPAF.

- For each Approval Level, click the **Magnifying Glass** next to ‘User Name’ to get a list of people assigned to that approval level. When you find the name of the approver for your department, click the ‘Select’ button and move to the next row. When all approval levels have user names associated with them, click ‘Save and Add New Rows’.